



Drogheda Homeless Aid



#CES-2401598



DIGNITY 4 PATIENTS, 29 Pk Hts, Grangerat,
Drogheda, Co. Meath, A92 P8FP



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2025



19/08/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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CE Office Administration at Dignity For Patients

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

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GENERAL DUTIES INCLUDE:

- *Strong commitment to confidentiality, personal integrity and professional conduct
- *Strong organisation skills with a problem-solving attitude and attention to detail.
- *Some experience as an Administrative Officer, *Administrator or similar role
- *Experience with office software like MS Office (MS Excel, MS Word & MS Outlook)
- *Excellent written and verbal communication skills to meet and greet visitors to our office.
- *Willingness to learn new skills and partake in training when required to be successful in their role.

Office Administrator required for Dignity for Patients. Telephone 041 9834492 or EMAIL: Supervisor@dha.ie

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- **Sector:** human health and social work activities

